



Public Health

PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

ENVIRONMENTAL HEALTH

8500 N ATLAS
HAYDEN, IDAHO 83815
(208) 415-5200
www.phd1.idaho.gov

To: Prospective Food Processor

RE: Requirements for Licensing

You have indicated an interest in starting a business processing food and distributing it wholesale. The attached sheet gives you an outline for the information that is required for the Health District to license and permit your proposed business.

This information is sent to the Food and Drug Administration (FDA) for review. The FDA will determine if their agency will regulate your business, based on the product, the volume and the estimated percentage in interstate commerce. It is necessary that the Health District get this determination from the FDA (or United States Dept. of Agriculture (USDA) with meat processors) before proceeding with facility and licensing review.

If the FDA or USDA answers that they will NOT assume jurisdiction for your food business, then your plans will be submitted to and reviewed by the Health District, and you will be approved or denied a health permit under the Idaho Code requirements for food processing.

You may obtain "A Comprehensive Guide for Idaho Specialty Food Processors by contacting:

Idaho Department of Agriculture
Internet Site: www.agri.state.id.us.
PO Box 790
Boise, ID 83701-0790.
Phone: (208) 332-8530 or (800) 377-3529

The specialty food book can be located on the Internet site:

<http://www.agri.state.id.us/Categories/Marketing/Documents/specialtyfoodbook.pdf>

INFORMATION FOR FOOD PROCESSORS

When is a Food Processing License required?

Is your final product a Potentially Hazardous Food*? If yes, then you meet the definition of a food processor, regardless of how you plan to distribute your product.

Is the final product distributed through other food establishments? If yes, then you meet the definition of a food processor, regardless of the type of food (PHF vs. non-PHF).

* a Potentially Hazardous Food is defined as a food that requires temperature control, is capable of supporting rapid and progressive growth of infectious or toxigenic bacteria, is capable of supporting the growth and toxin production of *Clostridium botulinum*.

Under the Idaho Food Code, you must submit a written application for a food establishment license on the application provided. An Environmental Health Specialist must review and approve your processing facility plans prior to remodel and/or construction. A final inspection will be made prior to licensing. Some areas that will be covered in this plan review and on-site inspection include the following:

- ❖ Site plan, floor plan and mechanical plan
- ❖ Construction materials for floors, walls, and ceiling
- ❖ Plumbing: separate hand wash sink for employees
- ❖ Processing equipment and food safety and sanitation training
- ❖ Quality control checks
- ❖ Packaging and labeling
- ❖ 3-compartment sink for equipment clean-up
- ❖ Source and storage of ingredients including processing steps

Quality Control Assurance Program Requirements

The license holder or his designated person must develop and submit to the regulatory authority for review and approval a quality assurance program or HACCP plan that covers the food processing operation. The program must include the following:

- ❖ An organizational chart that identifies persons responsible for quality control operations.
- ❖ A process flow diagram outlining the processing steps from the receipt of the raw materials to the production and packaging of finished product(s) or group of related products.
- ❖ A list of specific points in the process which are critical control points that must have scheduled monitoring.
- ❖ Product codes that establish and identify the production date and batch.
- ❖ A manual covering sanitary maintenance of facility and hygienic practices to be followed by employees.
- ❖ A records system allowing for review and evaluation of all operations including the quality assurance program results. These records must be kept for a period of time that exceeds the shelf life of the product by six (6) months or for two (2) years, whichever is less.

We have templates and handouts to assist you in the development of your Quality Control Assurance Program and/or HACCP plan.



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8500 N ATLAS RD.
HAYDEN, ID 83835
(208) 415-5200
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TO: Food Service License Applicant

**FROM: Panhandle Health District I
Environmental Section**

SUBJECT: Annual Food Service License Fee and Application

New or establishments remodeling will be required to submit an application with floor plans and pay a \$100 plan review fee. Once the review is completed and approved, the \$65 food license fee can be accepted for the year the establishment plans to open.

A \$65.00 annual food license fee is required for all establishments handling potentially hazardous foods. Applications without the license fee cannot be processed. Idaho Code §39-1604 states, "No person, firm or corporation shall operate a food establishment that handles potentially hazardous foods, for which no other state or federal food safety inspection or license is required, without a license approved by the director of the department of health and welfare or his designee."

New establishments, relocations, remodels, and/or reopening are required to submit a new Food License Application and undergo a Food Establishment Plan Review. Applications must include the menu, floor plans, equipment list and floor/wall/ceiling finish schedule.

Change of Name or Ownership: The Food Service License is nontransferable. If there is a change in ownership, the new owner must apply for a new license and pay the \$65.00 fee.

After review of your application and plans (if applicable), you will be notified in writing of any items that need to be addressed prior to the preoperational inspection, and final approval for licensing.

If you have any questions, please feel free to contact this office.

Thank you.



PANHANDLE HEALTH DISTRICT

Environmental Health – Healthy People in Healthy Communities

8500 N. Atlas – Hayden, ID 83835
(208) 415-5200 Phone - 415-5201 Fax

Basic Construction and Equipment for New and Remodeled Food and Drinking Establishments

Plan Review of Proposed Construction: When a food or drink establishment is hereafter constructed or remodeled or when an existing structure is converted for use as a food/drink establishment, properly prepared plans and specifications for such construction, remodeling or alteration, showing layout, construction materials of work areas and the location, size, and type of equipment and facilities shall be submitted to the Health office for review and approval before such work is begun. The following serves to indicate most of the requirements.

1. **Equipment:** All equipment must meet “NSF” (National Sanitation Foundation) standards and bear their seal or meet equivalent standards. All custom made equipment: Plans must be submitted and approved before equipment is made and installed.
2. **Restrooms:**
 - a. At least one restroom is required for customers. A restroom/dressing room is strongly recommended for employees.
 - b. All toilets must be of the elongated commercial type with an open front toilet seat.
 - c. All sinks in restrooms must have soap, towels (single service towels), toilet paper, waste receptacles (women’s restroom receptacle must have a cover), and hot and cold running water via a mixing faucet.
 - d. All toilet rooms must have self-closing doors.
 - e. All restrooms must be vented to the outside.
3. **Sinks:**
 - a. All kitchens, food preparation areas and bars must have one or more hand sinks reserved for hand washing located in the food preparation area or bar. Paper towels and soap must be provided at this location.
 - b. Dishwashing facilities: All food contact surfaces of utensils and equipment used for handling potentially hazardous foods and all tableware must be washed, rinsed and sanitized. This may be done with either one (or a combination) of the following two types of equipment:
 - i. A scrapping sink with a spray hose and disposal followed by an approved NSP or equivalent mechanical dishwasher. There must be drain trays before the scrapping sink and following the dishwasher. NOTE: Often larger items of equipment will not fit through a dishwasher and hence a three (3)-compartment sink may be additionally required.
 - ii. A three-compartment sink (NSF or equivalent) with drainboards at both ends. A fourth compartment slop sink is desirable.
 - c. Dishwashing for bars must be one of two types: a (NSF or equivalent) mechanical glass washer (dishwasher) or a three-compartment sink. A slop sink is also required in the bar area; may be used in combination with the hand sink.
 - d. In all cases, dishwashers and sinks must be large enough to completely submerge the largest items to be washed and sanitized. Sinks shall meet “NSF” or equivalent standards and bear their seal.
 - e. A food preparation sink is required from dishwashing and hand sinks in all food preparation areas.
 - f. A mop sink (floor or wall mount) is required adjacent to (on the same floor) but not in food preparation areas. Mop sinks may be located in dry storage areas or restrooms, but a separate janitor closet location is most desirable. Hangers must be provided to keep mops, brooms, etc. up off the floor.
4. **Floors:** Floors in restrooms and food service areas must be smooth, easily cleanable materials. No carpet in food preparation areas. Floor-wall junctions must be coved.
5. **Walls:** Walls in food preparation areas must be smooth, easily cleanable, light-colored durable materials. No textured walls.
 - a. Walls by grills, fryers and other cooking areas must be stainless steel, aluminum or galvanized sheeting, floor to ceiling (check local fire codes also).
 - b. All other walls must be either;
 - i. Approved hard-surface wall panels such as fiberglass or other hard surface panels (ie: glasboard, etc.).

- ii. Sheet rock painted with epoxy or enamel: light colored paint.
 - iii. Splash areas-walls by dishwashers, pot sinks, preparation sink and food preparation tables against walls must be smooth and of easily cleanable and corrosion resistant durable material such as Formica, stainless steel or fiberglass wall board 18"-24" above equipment or work surface. Drywall and paint shall not be used in these areas.
6. **Ceilings:** Ceilings must be smooth, light colored, easily cleanable, non-absorbent materials (materials approved same as walls).
 7. **Food preparation and food equipment areas:** All shelves, counters, table tops and similar food contact and non-food contact surfaces must be stainless steel or Formica. Cutting surfaces may be approved hardwood or plastic designed for food contact.
 8. **Dry storage or equipment storage areas:** Storages areas that are in separate rooms from food preparation, the shelves may be constructed of wood and painted. Walls: sheetrocked and painted.
 9. **Walk-ins:** Must meet wall, ceiling, and floor standards (no exposed sheetrock). Floor must be graded to drain to the outside, no floor drain allowed in walk-in. Shelves must be stainless steel, chrome plated or other approved metal finish. Must be wire rack or open shelf type (cannot be solid shelf). No wood or galvanized metal.
 10. **Lights:** All lights must be shielded or covered in food preparation areas. Illumination of food displayed for sale shall not alter its actual appearance.
 11. **Ventilation:** All food equipment that emits a vapor must be vented to the outside (grills, stoves, fryers, dishwashers). Toilet rooms, dressing rooms, garbage rooms, and all rooms in which food is prepared or in which dishes or utensils are washed shall be vented to the outside (make up air for hoods must be considered). Dining areas should be provided with air exhaust systems.
 12. **Garbage:** Outside facilities adequate to store all garbage in closed containers shall be provided. Garbage containers shall be stored either on a concrete slab or on a rack 12" minimum above the ground when stored outside the building. Hot and cold water shall be provided for cleaning containers, also approved waste drains.
 13. **Adequate Storage space:** Shall be provided to keep all food products and single service items up off the floor.
 14. **Refrigeration:** Approved NSF or equivalent refrigeration shall be installed to maintain all potentially hazardous food below 41° F. Domestic (home style) refrigerators are not approved. Thermometers must be placed in all refrigeration units.
 15. **Cooking and heating equipment:** Approved NSF or equivalent equipment shall be installed to cook or hold hot foods at required temperatures.
 16. **Food served buffet style:** must be protected with properly designed sneeze guards.
 17. **Hot water:** Separate facilities for both high temperature water, 180° F (dishwashing and cleaning) and low temperature hot water 120° - 140° F for other purposes (handwashing, etc.) shall be provided where applicable. Two hot water heaters (100 gallon combined minimum capacity) assure adequate hot water. Booster heaters on dishwashers can be used in place of 180° water heater.
 18. **Equipment Installation:** Floor mounted equipment and cabinets, unless readily movable, shall be sealed to the floor or shall be installed on raised platforms of concrete or other smooth masonry in such a manner as to prevent liquid or debris from seeping or settling underneath, between, or behind such equipment in spaces which are not fully open for cleaning and inspection; or such equipment shall be elevated at least six inches above the floor. The space between adjoining units, and between a unit and the adjacent wall, shall be closed unless exposed to seepage, in which event it shall be sealed; or sufficient space be provided to facilitate any cleaning between, behind, and beside all such equipment.
 19. **Plumbing:** All plumbing and electrical work shall be sized, installed and maintained in accordance with state and local codes. Permits are required for this in all localities.
 20. **Electrical:** All electrical work shall be sized, installed and maintained in accordance with state and local codes. Permits are required for this in all localities.
 21. **All plumbing and electrical conduits** shall be in the walls, if they exit through the floor, they must be installed to permit cleaning behind (4" – 6" from walls).
 22. **Section 39-1603 of the Idaho Law (code)** states that "No person, firm or corporation shall conduct, operate, or carry on an eating place, as defined in this chapter, unless such place is approved by the Department of Environmental Protection and Health."

To obtain this approval, you are required to call for inspections 48 hours prior to opening by a member of the Panhandle Health District. This inspection is to determine compliance with the construction and equipment standards listed herein, and in addition, determine compliance with the sanitation and operational procedures as defined in the "Rules and Regulations for Eating Places and Food Establishments Grading and Licensing." Based upon satisfactory compliance with these two items, the inspector (Environmental Health Specialist) will issue to you in behalf of the Health Department a "Food Service Establishment Permit" (In many areas, this permit is a prerequisite to obtain a City License.)

Procedure Checklist For Opening a Food Service Establishment

	Establishment Name:	Owner Use	PHD1 Use
1	Submit a food service establishment license application form, \$65.00 fee and a complete menu.		
2	Submit the following plans and specifications.		
3	A scale floor-plan including kitchen and equipment layout. (Elevations encouraged for new establishments).		
4	A plumbing plan (if new establishment).		
5	A floor, wall, and ceiling finish schedule.		
6	An equipment schedule or catalog cut sheet. (Write plan equipment numbers on cut sheets).		
7	Contact the local building, fire, plumbing and electrical department for their requirements and approval.		
8	Submit a completed Food Service Establishment Plan and Specifications Review worksheet (attached).		
9	Please allow 15 working days for the plan review. When it is complete we will respond in writing. DO NOT PURCHASE EQUIPMENT OR BEGIN CONSTRUCTION UNTIL YOUR PLANS ARE APPROVED!		
10	When construction is complete, please contact us for a pre-operational inspection. If approved, your establishment will then be issued a Food Service License.		

It is important that the Health District receives accurate and detailed plans and specifications for your establishment. This is a checklist designed to insure that we have received all required criteria and you have submitted information on your plans. Please take your time and fill out the following pages with detail and accuracy. Read carefully and fill in the left "Owner" column with your initials of "NA", if not applicable, or "shown on plan". Fill in other blanks with requested information or show on floor plans. The right column blanks are for the Health District's use.



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

Food Processing License Application

Business Name: _____

Processing for: Foods _____ Bottling _____ Other _____

Business Location: _____ City _____, State _____ Zip _____

Mailing Address: _____ City _____, State _____ Zip _____

Property Tax Parcel # _____

Proposed Opening Date _____

Months of Operation: _____ to _____

Days of Operation: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Copy of Menu Attached? ☐ Yes ☐ No

License is for: ☐ New Construction ☐ New Name ☐ New Owner ☐ Remodel

Water Supplied by: ☐ Public (Provider Name) _____
☐ Private (Provider Name) _____

Sewage Disposal: ☐ Public (Provider Name) _____
☐ Private (Provider Name) _____

Business Contact: _____ Title: _____ Phone: _____

Business Telephone: _____

License Holder / Owner / Lessee: _____

Mailing Address: _____ City _____ State: _____ Zip: _____

Owners Telephone: () _____

Printed Name: _____ Signature: _____

Office Locations:

Benewah County - 137 N. 8th St. – St. Maries, ID 83861 - (208) 245-3692
Bonner County - 322 Marion Ave – Sandpoint, ID 83864 - (208) 265-6384
Boundary County - PO Box 893 – Bonners Ferry, ID 83805 - (208) 267-5558
Kootenai County – 8500 N Atlas - Hayden, ID 83835 - (208) 415-5200
Shoshone County - 114 W. Riverside Ave – Kellogg, ID 83837 - (208) 786-7474



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FOOD ESTABLISHMENT PLAN REVIEW AND APPROVAL FORM

(Revised 5/17/2005)

<input type="checkbox"/> New	<input type="checkbox"/> Remodeled or Altered	<input type="checkbox"/> Planning & Zoning Approval	Environmental Health Specialist Reviewing Plans
NAME		ADDRESS	PHONE
Establishment			
Owner/Applicant			
Operator			
Designer/Equipment Supplier			

Establishment Type: <input type="checkbox"/> Food Service (605) <input type="checkbox"/> Retail Market (610) <input type="checkbox"/> Food Processor (615) <input type="checkbox"/> Mobile (602) <input type="checkbox"/> Other: _____ ()		Menu: Full menu to be attached. (Menu changes may require additional equipment.)		Risk Category assigned (by EH Staff): <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Seating Capacity	Sq. Footage	No. Employees Per Shift	Date of Opening	Hours of Operation

- A. **Submit plans prior to construction.** Properly prepared plans and specifications for construction, remodeling, or alteration must be submitted to the District Health Department for review and approval. Such plans should include a floor plan of food establishment, plumbing and mechanical plans, and equipment list with make, model and specifications. **(Section 8-201.11 and 8-201.12 of the Idaho Food Code, 2004)**
- B. **Submit**, if applicable, scale drawing of sewage system, well and water system construction.
- C. **APPROVAL of the plans and specifications is required PRIOR to the start of construction/remodel.**
- D. **Submit a *Food Establishment License application*** thirty (30) days prior to anticipated opening. The license fee must accompany the application. **(Sec. 8-302.10-14)** (Low risk establishments do not submit fee with application; if the operation is determined to be low risk, it is not required to be licensed nor inspected).
- E. **Preoperational/Final inspection:** The District Health Department must be notified of a request for preoperational inspection prior to the opening of the establishment. The preoperational inspection must verify that the food establishment is constructed and equipped in accordance with the approved plans. **(Sec. 8-203.10)**
- F. **Separate approvals:** Contact the local zoning, building, fire, plumbing and electrical departments for their requirements. If alcoholic beverages are to be sold, contact the Alcohol Beverage Control Bureau (Idaho Department of Law Enforcement) for approval.

Plans reviewed (date): _____ Approved (date): _____

by: _____
Environmental Health Specialist

Note: After plans are reviewed and approved, applicant must sign final page accepting responsibility and verifying that it is understood that the establishment will be built in accordance with the approved plans.

A - FOOD PROTECTION

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Convenient and adequate storage, display, and preparation facilities for ice, frozen food (0-10EF), cold foods (<41EF), hot foods (>135EF), other foods and foods on display. (4-301.11). Type and number of cold holding units: _____, freezers _____ Type and number of hot holding units: _____
			2. Adequate dry food storage provided in a clean, dry location, and not located in locker rooms, toilet rooms, dressing rooms, garbage rooms, mechanical rooms, under sewer lines, under open stairwells. (3-305.11 and 12)
			3. Storage provision to keep all food in non-waterproof containers a minimum of 6" above floor. Bare wood shelving allowed only in dry goods storage area, unopened foods. (3-305.11)
			4. Provision for attached thermometers for all refrigerators, freezers and heat units (4-204.112)
			5. Sneeze guards properly designed on self-serve hot/cold buffets/bars. (Measure 54" to 60" from floor to represent customer mouth height. Guard must block line between mouth and food on display, including end plates) (3-306.11)
			6. Dipper wells provided for ice cream scoops (frozen desserts). (3-304.12(D))

Comments: _____

B - FOOD EQUIPMENT AND UTENSILS

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. ALL FOOD CONTACT EQUIPMENT must be safe, durable, corrosion-resistant and nonabsorbent; sufficient in weight and thickness to withstand repeated warewashing; finished to be smooth and easily cleanable; resistant to pitting, chipping or distortion; and not allow the migration of deleterious substances or impart colors, odors or tastes to food. (4-101.11) Food equipment certified by an ANSI-accredited program meets this standard. (4-205.10)
			2. All used or existing equipment requires approval prior to installation and be in good repair and capable of being maintained in a sanitary condition. (8-101.10)
			3. Counter-type equipment: movable, on 4"+ legs; or sealed to counter. (4-402.12) Floor-type equipment: movable, on 6"+ legs; or sealed to floor/base. (4-402.12)
			4. Space between units or walls closed; or opened sufficient distance for easy cleaning along sides, behind or above. (4-402.11)
			5. Aisles - sufficient width: minimum 36"; 42" for two or more workers; wider for mobile equipment. (Uniform Building Code)
			6. Raw food prep table and food preparation sink provided (if applicable per menu). Prep sinks must be indirectly wasted to sewer. (3-302.11)

Comments: _____

C- DISH AND UTENSIL WASHING AND SANITIZATION

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			7. Adequately sized multi-use utensil and pot wash sinks for manual dishwashing. (4-301.12)
			8. Properly designed drainboards or dish tables provided for soiled and clean utensils. (4-301.13)
			9. Dish machine type: Low temperature, chemical feed ; or High temperature Equipped to automatically dispense detergents and sanitizers, with low level alarm. (4-204.117) 1/4" IPS (Iron pipe size) valve for pressure gauge required on the hot water supply line for the hot water sanitizing rinse. (4-204.118)
			10. Warewasher machine(s) provided with a readable data plate indicating the machine operating specifications: Temperature, pressure and conveyor or cycle speed. Machine make _____; Model number: _____ (4-204.113)
			11. Accurate temperature measuring devices that indicates the temperature of the water in the wash and rinse compartments of warewashing machines. (4-204.115)
			12. If no warewashing sinks or mechanical warewashing machines are provided, then only single-use kitchenware and tableware may be used by food employees and consumers. (4-502.12)
			13. Storage for cleaned equipment, utensils, and single-use and single-service articles shall be in a clean, dry location not exposed to splash or contamination, and 6"+ above floor. (4-903.11)

Comments: _____

D - WATER SUPPLIES AND SEWAGE DISPOSAL

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Public water supply (Name of approved supplier/system.) _____ (5-101.11)
			2. Non-municipal supply type: _____ Treatment: _____ PLANS AND SAMPLE MUST BE SUBMITTED AND APPROVED PRIOR TO FINAL INSPECTION. (5-101.11)
			3. Hot and cold water provided under pressure to all fixtures, and hot water system sufficient to meet the peak hot water demands throughout the food establishment. (5-103.11 - 12)
			4. 140°F water capacity _____ gallons. (5-103.11 - adequate) Recovery rate: _____ gallons/°F rise
			5. 180°F water and/or booster heater for high temp dish machines. (4-501.112)
			6. Public sewer - name: _____ (5-403.11)
			7. Septic system or other type disposal. PLANS MUST BE SUBMITTED AND APPROVED PRIOR TO FINAL INSPECTION. (Rules for Subsurface Disposal call for AIR COOLED ice making equipment, refrigeration equipment and wok ranges.) (5-403.11, 12)
			8. Grease interceptor or trap sized in accordance to Uniform Plumbing Code (UPC), and located to be easily accessible for cleaning. (5-402.12)

Comments: _____

E - PLUMBING

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. All plumbing of safe materials, sized, installed in accordance with the Uniform Plumbing Code (UPC). (5-201.11, 5-202.11)
			2. Water flushed walk-in box floor sloped to proper drain. Drain outside walk-in box. Condensate wastes to floor sink or approved hub drain outside walk-ins (UPC 801.2)
			3. Floor sinks must be 50% exposed if under equipment, for cleaning. (UPC 804.1) Floor sinks or drains not enclosed in cabinets - may have unseen flooding, humidity damage. Box out with cabinet base and toe kick. (4-202.17)
			4. Dipper wells: air gap supply line: open (indirect) drain (UPC 801.2.3d)
			5. Dishwasher: air gap fill ,vacuum breaker rinse line; open (indirect) drain. (5-402.11) (No direct drain unless in compliance with 5-402.11B)
			6. Food sinks for draining/washing ready-to-serve food: air-gapped indirect drain. (UPC 801.2.3)
			7. Garbage grinder/disposal/drainboard scupper: vacuum breaker supply water (UPC 603)
			8. Ice bin and machine: open (indirect) drain; air gap supply line to reservoir. (UPC 801.2)
			9. Janitorial faucets/hose bibs/threaded faucets: vacuum breaker required if threaded faucet for hoses. (UPC 603.4.7)
			10. Soap dispensers when located on approved faucets: Approved backflow preventer required (UPC 603)
			11. Soda fountain water line to carbonator: Reduced pressure device required, installed upstream from a carbonating device and downstream from any copper in the water supply line. (5-203.15)(UPC603.4.13) (6 th Edition Cross-Connection Manual)
			12. Hood, self-clean type: Approved backflow protection required. (UPC 603)

BACKFLOW AND BACK SIPHONAGE PROTECTION FOR: (UPC 603.0 and 801.0) Backflow or backsiphonage prevention devices installed on water supply lines shall meet ASSE standards for construction, installation, maintenance and testing for the specific application and type of device. (5-202.14) Air gaps between the water supply inlet and the equipment or fixture shall be twice the diameter of the supply inlet and not less than 1" (5-202.23).

Comments: _____

F - TOILET AND HAND-WASHING FACILITIES FOR PATRONS AND EMPLOYEES

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Patron toilet rooms located so that customers do not pass through food preparation, warewashing or food storage areas. (2-103.11)
			2. Employee toilet rooms conveniently located and accessible for employee use. (6.402.11)
			3. Fully enclosed toilet rooms, self-closing doors. (6-202.14)
			4. Adequate ventilation - ____ Window ____ Mechanical (6.304.11)
			5. Handwashing lavatory sinks with hot and cold water through mixing faucets. (5-202.12) (15-second water flow required if faucet has automatic shut-off)
			6. Adequate number of urinals, water closets and lavatories in toilet rooms. (5-203.12) ____ Female ____ Male
			7. Waste receptacles provided. (5-501.16) Covered waste receptacles required for disposal of sanitary napkins in toilet rooms used by females. (5-501.17)
			8. Handwashing cleanser, paper towels, hand dryers or continuous towel rollers provided for handsinks. (6-301.11, 12)

Comments: _____

G - EMPLOYEE HANDWASHING FACILITIES

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. A number of handwashing lavatories necessary for their convenient use shall be provided. (5-203.11) (Required in food preparation area; dishwashing area; wait stations; restrooms)
			2. Hand cleanser, paper towels, hand dryers or continuous roll towels provided for handsinks.

Comments: _____

H - GARBAGE AND REFUSE

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Inside containers adequate, convenient, durable, insect- and rodent-resistant, leakproof and nonabsorbent. (5-501.13) Floor, wall and ceiling in garbage storage areas must be smooth, durable and easily cleanable. (6-101.11)
			2. Outside receptacles for refuse, recyclables and returnables shall be designed to have tight-fitting lids, doors or covers. (5-501.15) Outside garbage area is concrete or asphalt and is smooth, durable and sloped to drain. (5-501.11)
			3. At least one mop sink or service sink or curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for cleaning of mops and for the disposal of mop water or similar liquid waste. (5-203.13)
			4. Mop/broom storage provided, rack or hooks for hanging mops to dry. (6-501.16)

Comments: _____

I - VERMIN CONTROL

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Outer openings screened (vents, windows) with 16 mesh or smaller screen; outer doors self-closing. (6-202.15)
			2. Air screens, plastic curtains provided on doors if needed to control flying insects. (6-202.15)
			3. Building rodent proof. Wall openings closed. (6-202.15)

Comments: _____

AREA	FLOOR*	BASE**	WALL***	CEILING***
Dining Area				
Kitchen				
Walk-in Refrigerator and Freezer				
Warewashing Area				
Food Storage Areas				
Toilet Rooms****			4 foot wainscot	
Locker Rooms/Areas				
Mop/Service Area			4 foot wainscot	
Outside Areas (6-102.11) - walking and driving areas surfaced to minimize dust and prevent muddy conditions.				

J - STRUCTURAL DESIGN AND MATERIALS

***Floors and floor coverings** shall be durable sealed concrete, terrazzo, quarry tile, ceramic tile, durable grades of vinyl or plastic tile or tight-fitting wood impregnated with plastic. Floors of nonrefrigerated dry food storage need not be sealed. Carpet may not be used in food preparation or processing areas, walk-in refrigerators, warewashing areas, refuse storage rooms and toilet rooms where handwashing lavatories, urinals and toilets are located. (6-101.11)

****Base** - junctures between walls and floors shall be coved and constructed so that no seam will be open more than 1/32 inch. Where water-flush cleaning methods, the floor shall be graded to a drain, coved and sealed. (6-201.13)

*****Walls, wall coverings and ceilings** shall be nonabsorbent, finished and sealed to be easily cleanable and light colored in food preparation and processing areas, food storage areas, warewashing areas, walk-in refrigerators, dining areas, food display areas, retail sales areas, food service areas, dressing rooms, locker rooms, toilet rooms, servicing areas, and refuse storage rooms. Walls and ceilings of nonrefrigerated dry food storage areas and rooms need not be finished and sealed; ceiling studs, rafters may be exposed and rough-surfaced materials used in dining areas. Acoustical materials shall not be used in food preparation and processing rooms, warewashing rooms and refuse storage rooms. (6-201.11)

******Floors and walls in restrooms** shall be smooth, hard, nonabsorbent surfaces such as Portland cement, concrete, ceramic tile or other approved material. Floor material must extend upward onto the walls at least 5 inches. Walls shall be of said materials not adversely affected by moisture. Bars, paper dispensers, soap holders that are provided on or within walls shall be installed and sealed to protect structural elements from moisture. (Uniform Building Code, 807.1 & 2).

Comments: _____

K - LIGHTING, Artificial/Natural

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. All surfaces where food employees are working with food or with utensils such as knives, slicers, grinders or saws - 50 ft. Candles (6-303.11)
			2. At surfaces where food is provided for consumer self-service such as buffets and salad bars, and at handwashing, warewashing, equipment/utensil storage areas and toilet rooms – 20 ft. candles (6-303.11)
			3. All other areas, 30" from floor - 10 ft. Candles (6-303.11i)
			4. Light shielding provided in all food handling, warewashing, open food storage, utensil storage and single service storage areas. (6-202.11)
			5. Lights in hoods UL approved. (National Fire Protection Association)

Comments: _____

L - VENTILATION

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Sufficient ventilation to all rooms to keep them free of excessive heat, steam, grease, vapors, condensation, obnoxious odors and fumes which are a result of the food operation. (6-304.11) Commercial kitchen hoods shall be designed, constructed and installed according to the Uniform Mechanical and Building Codes. (UMC Section 507 and 508)
			2. Type of hood: _____ Type I (Grease filters/fire suppression _____ Type II (No grease produced) _____ Wall hung _____ Island _____ Back-shelf ventilator _____ Self-cleaning Drawings provided: _____ elevated drawing of hood and duct system _____ floor plan showing hood, make-up air registers, equipment
			3. Hood construction: 22 gage-Type I, 24 gage-Type II. Welded joints & seams. (UMC 508.2) Six-inch overhang extending beyond cooking equipment. Hood exhaust outlets terminating two feet above roof, ten feet from any air intake openings. (UMC 507.11)
			4. Restrooms vented, or with openable, screened windows (to keep them free of objectionable odors). (6-304.11)

Comments: _____

M - OTHER OPERATIONS

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Dressing rooms or areas provided if employees change their clothes in the establishment. Lockers provided for storage of employees possessions. (6-305.11)
			2. Cleaning materials/pesticides are not stored near food, food contact equipment or containers, paper products. Separate storage, closed cabinets for pesticides. (7-201.11)
			3. A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting food establishment operations. (6-202.111) Living or sleeping quarters located on the premises of a food establishment shall be separated from rooms and areas used for food establishment operation by complete partitioning and solid self-closing doors. (6-202.111 and 112)
			4. Laundry equipment (washer/dryer) not located in area with exposed food, clean equipment, utensils, or unwrapped single-service and single-use articles (4-401.11.C)
			5. Utility service lines and pipes not installed on the floors, nor unnecessarily exposed on walls or ceilings; those that are exposed shall not obstruct or prevent cleaning of the floors, walls or ceilings. (6-201.12)

Comments: _____

APPROVAL of the plans and specifications does not constitute endorsement or acceptance of the completed establishment, structure or equipment installation. Any changes or deviations from these approved plans must be submitted in writing and approved by the department.

IF NOT OTHERWISE MENTIONED, THE RULES IN IDAPA 16.02.19 “FOOD SAFETY AND SANITATION STANDARDS FOR FOOD ESTABLISHMENTS (IDAHO FOOD CODE) SHALL APPLY.

I have read and understand and agree to comply with the above listed requirements and accept responsibility for any changes needed when not in compliance.

Signed: _____

Firm/Company: _____

Date: _____

Copy of plan review given to: _____

District Health Department Reviewer: _____

Key to Abbreviations:

NFPA – National Fire Protection Association
 ASSE – American Society of Safety Engineers
 UBC – Uniform Building Code
 UPC – Uniform Plumbing Code

IDAPA – Idaho Administrative Procedures Act
 ANSI – American National Standards Institute
 UMC – Uniform Mechanical Code
 UL – Underwriters’ Laboratories